

OFFICE OF PROCUREMENT

Milestones and Lead Times
LMS-OP-4508 Revision: F-1

Approval Original Signed on File

Organizational Unit Manager, Office of Procurement

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NASA Langley Research Center (LaRC)
Langley Management System (LMS)

CHANGE RECORD

Rev. No.	Date	Description
B	5/25/01	Adds procedures for handling Record Purpose Only PRs. Adds leadtime for Draft solicitations. Corrects explanations for TPA codes 15, 16, & 17. Incorporates LMS-CP-4502 Note 3 information for Simplified Acquisitions. Revises Grant/Cooperative Agreement lead times. Revises BAA – HQ issued lead times. Adds TPA Code 25 for SBIRs/STTRs.
C	8/22/02	Adds Section II regarding records. Adds procedure regarding TPA code for TO/DO actions, adds TPA code information for Simplified Acquisitions > \$25,000.
D	2/6/04	Changes title of OP, revises instructions for TPA codes and deletes some TPA codes.
E	6/30/04	Revises and deletes TPA codes/instructions.
E-1	7/30/04	Revises “TPA Code Explanation,” Paragraph IV.C.
E-2	6/13/06	Paragraph IV. A., replaces Support Service Contractor with appropriate point of contact and changes IFMP to IEMP.
F	11/21/07	A total rewrite as a result of the Contract Mgmt Module implementation in FY2007. Previous guidance was based on the Acquisition Mgmt System (AMS) which is now obsolete.

Verify correct revision before use by checking the LMS Web Site

I. Introduction

This procedure establishes baseline lead times and provides instructions for generating milestones for an acquisition based upon the type of procurement. The commercial off-the-shelf (COTS) software used to generate milestones is NASA's Integrated Enterprise Management Program (IEMP) Contract Management Module (CMM) available through iView. Review the IEMP Enterprise Performance Support System (EPSS) CMM End User Procedures (EUPS) prior to and while generating milestones in CMM. This training is located on the CMM home page under Web Favorites or the link is [EPSS Home Help](#).

II. Records

The following records are generated by this procedure and are maintained in accordance with CID 1440.7: Milestones

III. List of Instruction Topics

- A. Generating Milestone Lead Time Data
- B. Revising Milestone Lead Time Data
- C. Lead Time Definitions
- D. Procurement Lead Time Charts
- E. Procurement Metric Goals

IV. Instructions

A. Generating Milestone Lead Time Data – The Contract Specialist (CS) shall ensure that the technical supporting organization initiates either a planning/record purpose or funded Purchase Requisition (PR) for the new requirement. Planning/record purpose PRs are used when total funding is not available but reflects the supporting organizations commitment to future funding. The total estimated value of the procurement shall be specified in the text of the PR. Before award, CS are to request the supporting organization add funds to the planning/record purpose PR or close it (not cancel the PR) and initiate a new PR citing appropriate funding information. Once a PR is received in the Office of Procurement (OP), the OP PR Expediter will forward it to the Branch Head, or designee(s), whose organization will award the requirement. The Branch Head, or designee(s), will then, within CMM, accept or reject and assign each PR.

Milestones will be generated for the following actions: (1) those PR's over \$100,000 that will result in a new contract/agreement (excluding Part 13.5 and GSA awards over \$100,000) (2) those PR's over \$100,000 that support a new work modification (3) undefinitized contract actions (UCA) and (4) award fee evaluations. The CS will be responsible for generating a milestone plan at the beginning of the applicable procurement process in CMM. The charts in D.1. below map the LaRC "Type of Action" to the corresponding CMM milestone template that the CS shall utilize. Once selected, the milestone plan shall be named as follows: MS plus the PR number (e.g., MS4200123456). The plan must then be linked to the PR. Milestones for multiple PR's for the same action cannot be linked in CMM. Thus, the planning or first-accepted funding PR shall be used in tracing milestones. The CS shall enter the estimated number of days per action referencing the baseline lead times identified in the chart. These lead times serve as

the baseline against which actual milestone completion is measured. Once dates have been adjusted the plan shall be baselined (Set Baseline button).

B. Revising Milestone Lead Time Data - Calculated lead time information may be modified by the CS based on factors known to the CS that will affect the schedule. Modification is accomplished by editing the milestone plan date and inserting a note as appropriate. Following completion of an event in the procurement cycle, the CS shall enter the actual date for that event in the system.

C. Lead Time Chart Definitions - The following clarifies specific columns in the charts identified in paragraph D. below:

(1) “Complete Proc Package” includes the final statement of work (SOW), the Government’s cost estimate and receipt of an approved PR. For Broad Agency Announcements (BAA), a complete package consists of the final SOW, selection statement, and letter from Selection Official notifying the concern of selection. If the procurement is a result of a non-LaRC issued BAA, the package also includes the synopsis. (A SOW is considered to be “final” if it has been reviewed and accepted by the technical representative and CS.)

(2) “BAAProp Update/Certs/ModelContract” is defined as the date the Specialist contacts the selectee to request a final cost proposal, revised representations/certifications and forwards a model contract for review.

(3) “BAAModel Contract and Addition Information Received” is defined as the date the revised proposal, representations/certifications and model contract is received from the selectee.

D. Procurement Lead Time Charts - The following charts identify lead time data expressed as a number of days for an action. These are to be used instead of the CMM generated number of days. The milestone fields identified in the charts below shall be filled in with in CMM. Required milestone fields within CMM must be filled in (a “0” is acceptable if it may not be applicable to your procurement). All other non-required fields with in CMM can be deleted.

1. ESTIMATED PROCUREMENT LEAD TIMES THAT REQUIRE MILESTONE GENERATION IN CMM

CMM Milestone Templates	Type of Action	Req. Recv.	Comp Proc. Pkg	Synop	Draft Sol.	Solicit Offers	Offers Rec'd	Eval Comp	BAA SS Decision	BAA Update Certs & Add Info	BAA Model Cont Recvd	Neg/Disc Complete	Award	Total Comp Pkg to Award
BAA - HQ ISSUED	BAA - Contract Award (HQ & LaRC)		15							30	30	15	5	95
BAA - CENTER ISSUED	BAA - Center Issued		30	15		10	90	60	10				5*	220
COMP 100K-10M	Non-Commercial - Comp. - >\$100K-\$10M		21		30	21	30	45				18	15	180
COMP 10M - 50M	Non-Commercial - Comp. - >\$10M-\$50M		45		45	60	60	70				20	10	310
COMP OVER 50M	Non-Commercial - Comp.->\$50M		45		45	60	60	70				25	25	330
NON-COMP 100K - 10M	Non-Commercial - Non-Comp. - >\$100K-\$10M		31			21	30	45				18	15	160
NON-COMP 10M - 50M	Non-Commercial - Non-Comp. - >\$10M		60			60	60	75				20	10	285

* Defined as assignment to CS.

CMM Milestone Templates	Type of Action	Complete Change Doc Rec'd	Change Order Issued	Prop Rec'd	Eval Comp	Neg Complete	Definitize Complete	Total
UCA	UCA		10	60	60	35	15	180

CMM Milestone Templates	Type of Action	AF Period End Date	FDO Determ	Notification of FDO Determ	AF Authorized Payment	Total
AWARD FEE	Award Fee	0	0	45	15	60

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2. ESTIMATED PROCUREMENT LEAD TIMES THAT DO NOT REQUIRE MILESTONES IN CMM

Type of Action	Req. Recv.	Comp Proc. Pkg	Solicit Offers	Offers Rec'd	Eval Comp	Neg/Disc Complete	Award	Total Comp Pkg to Award
Simplified Acquisitions < = \$25K		5	10	10	7	6	7	45
Simplified Acquisitions > \$25K *		12	21	7	10	5	5	60
FSS, SEWP, & Intra Gov Orders		5	10	10	7	6	7	45
T/DOs Against LaRC IDIQ/BPA		5	10	10	7	6	7	45
Sealed Bid		5	40	30			15	90

* FAR 13.5 awards (\$100K - \$5M) are covered here.

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E. **Procurement Metric Goals** - The following chart identifies the lead time goals from the above charts that will be utilized in the OP quarterly metric review. The goals are expressed as a number of days for the action.

Type of Action	Solicitation Issued to Award	PR Receipt to Award
BAA Contract Award (HQ & LaRC)	50	95
BAA Center Issued	165	220
Non-Comm-Comp > \$100K - \$10M	108	180
Non-Comm-Comp > \$10M - \$50M	160	310
Non-Comm-Comp > \$50M	180	330
Non-Comm-Non-Comp > \$100K - \$10M	108	160
Non-Comm-Non-Comp > \$10M	165	285
SAP < =\$25K	NA	45
SAP > \$25K (includes FAR 13.5 awards)	NA	60
FSS, SEWP & Intra Gov Orders	NA	45
T/DOs Against LaRC IDIQ/BPA	NA	45